



## Certificate Program Application Checklist

This document is intended to help you manage your admission tasks. If you have a specific inquiry about the status of your application, send an email message to [admissions@guidedstudies.com](mailto:admissions@guidedstudies.com)

### Tasks (check when completed)

- \_\_\_\_\_ Send completed application form
- \_\_\_\_\_ Complete and submit the application essay. It must be typed on A4 or letter sized paper and written in English.  
For **Infant/Toddler, Early Childhood, and Elementary** program applicants: In approximately 400 words, describe your reasons for wanting to work with children, your personal educational philosophy, and what draws you to the Montessori approach.  
For **Secondary** program applicants only, your essay should address the following topics: (1) Who are you, and what do you that gives you happiness and joy? (2) What are your strengths? (3) Describe your personal educational philosophy and what draws you to the Montessori approach. (4) Describe a key event that brought you into adolescence and explain how that informed, or could inform, your work with them as a guide.
- \_\_\_\_\_ Three professional recommendations on CGMS recommendation forms  
The CGMS recommendation form may be downloaded from <http://www.guidedstudies.com/cgms/apply/>  
It must be copied and sent to three people (non-relatives) who can speak of your character and values and some or all of the following: work ethic, academic skills, experience with children.
- \_\_\_\_\_ \$100 application fee in US funds is enclosed or has been submitted. If you are a Michigan resident then \$75 of this amount is refundable if your application is rejected. For a success application, you are encouraged to contact our office with any questions prior to applying. Please email [admissions@guidedstudies.com](mailto:admissions@guidedstudies.com) if you would like to provide credit card information for the application fee.
- \_\_\_\_\_ Sign and submit the tuition agreement.
- \_\_\_\_\_ One copy of transcripts from **each** institution of higher education attended are enclosed, or have been requested to be sent.
- \_\_\_\_\_ Copies of any other certificates and diplomas.
- \_\_\_\_\_ Educational Portfolio is enclosed (for applicants who do not hold a Bachelor's degree or higher.) Please email [admissions@guidedstudies.com](mailto:admissions@guidedstudies.com) for an Educational Portfolio Packet

Please note that as a final stage in the application process, CGMS employees will contact you for a telephone or video interview with the level director.